



Teacher Name: _____

Room # _____

Instructions

---If an exit is blocked use an alternate exit---

1. Upon assembly at your designated evacuation point, please complete the following columns for student accountability.
2. Forward sheets to the collector or building administrator in your area – office staff will use this form to ensure accurate attendance data.
3. Students will be returned to classes once a building administrator sounds the “ALL CLEAR.”

Students				Faculty & Staff
OUT Out of class WITH permission	AWOL Missing WITHOUT permission	OTHERS With me but NOT on my roster	ABSENT Absent from school	Faculty or staff members WITH me <i>(Inclusion teachers, aides, maintenance, cafeteria, etc.)</i>
				Faculty or staff members with me but NOT assigned <i>(Teachers on prep, etc.)</i>